



JOB ANNOUNCEMENT FOR SAFETY AND SECURITY MANAGER

Peace Corps

LOCATION: Based in Tirana, Albania

CLASSIFICATION: Full-time, contracted position

CLOSING DATE: **January 2, 2017**

Starting date: This job opening depends upon departure of incumbent, and the earliest starting date for the selected candidate will be May 2017.

This position has the primary responsibility for providing direct support related to safety and security Peace Corps Volunteers living and working in towns and villages throughout Albania. Under the direct supervision of the Country Director, this position is the contact point with Washington, DC's Safety and Security Office, the Regional Security Advisor, the US Embassy's security officials and local law enforcement agencies. Please note this is **not** a law enforcement position.

Duties include:

- Volunteer support—available 24/7 to respond to emergencies &/or safety and security incidents;
- Incident coordination including initial response, assisting in any investigation, reporting, and follow up;
- First responder to sexual assault victims and other serious incidents;
- Site inspections, site selection and regular volunteer visits;
- Conducting and coordinating Safety and Security training;
- Monitoring and maintaining appropriate safety and security systems/procedures;
- Leadership in emergency action planning and response;
- Collaboration with programing team on volunteer needs.

Experience requirements and qualifications:

- Fluency in English and Albanian language;
- Experience as a trainer/educator;
- Familiar with safety and emergency protocols;
- Outgoing personality familiar with foreigners and people of diverse backgrounds;
- Strong organizational and communication skills, monitoring and evaluation experience a plus;
- Able to advise Volunteers and staff in an empathetic manner;
- Ability to maintain confidentiality and share information only as required;
- Team working ability;
- Remain calm under pressure.

Interested applicants for this position should submit a resume in English that **clearly** outlines qualifications related to this position **and** a cover letter in English that provides specific details connecting experience to this position. This must be submitted by close of business **January 2nd, 2017** to:

Email: information@al.peacecorps.gov

Only qualified candidates will be contacted for interviews.

The Peace Corps is an Equal Opportunity Employer. For more information, please visit:

https://tirana.usembassy.gov/job_opportunities.html or <http://peacecorps.gov/albania/contracts>.